



CITY OF HOUSTON
NEIGHBORHOOD PROTECTION CORPS
2636 South Loop West, 4th Floor, Houston, Texas 77054
EXTENSIONS-713-218-5586
FAX-713-218-5520

REQUEST FOR AN EXTENSION OF EXPIRED ORDER
PLEASE READ AND PRINT CLEARLY

EXTENSIONS TAKE APPROX. 14 WORKING DAYS TO PROCESS. A RESPONSE TO THIS APPLICATION WILL BE MAILED TO THE MAILING ADDRESS SUBMITTED.

For property acquired after a hearing, the new owner must provide, at the time of application, a copy of the recorded deed to the property. If an agent is requesting an extension on behalf of an owner, the agent must have a notarized statement from the owner authorizing the agent to act on matters pertaining to the extension. No exceptions will be allowed. **If you are applying for more than 1 property, you must fill out an application for each property. If you have multiple projects and/or buildings for the same property, you must fill out an application for each one.**

IN ORDER FOR THE CITY TO GRANT AN EXTENSION:

1. ALL CITY LIENS MUST BE PAID IN FULL, (CALL THE CITY’S LAW FIRM FOR PAYMENT - 713-844-3573)
2. MUST HAVE PROOF OF OWNERSHIP AT THE TIME OF APPLICATION
3. THE PROPERTY IS FREE OF ANY AND ALL NUISANCES: (TRASH, DEBRIS, RUBBISH & WEEDS)
4. THE BUILDING (S) MUST BE SECURED FROM UNAUTHORIZED ENTRY
5. CITY ABATEMENT ACTION IS NOT PENDING

YOUR EXTENSION APPLICATION WILL BE DENIED, OR DELAYED IF ANY VIOLATIONS EXIST.

If the Order has not expired, the Neighborhood Protection Division does not have the authority to approve an extension of the compliance period. A request for rehearing must be submitted to the entity issuing the Order by the thirtieth (30th) day from the date the order is issued: Administrative Hearing – Attn: Hearing Official, Houston Police Department, 2636 S. Loop West, Houston, Texas 77054; Building and Standards Commission – 2636 S. Loop West, Houston, Texas 77054.

Name

Mailing Address

StreetCityZip Code

Telephone Number(s)

Is Requestor

☐ Owner (1)

☐ Lienholder (2)

☐ Agent for Owner (3)

(1)If you are the Owner but did not own the property at the time the hearing was held, include a copy of the recorded deed (recorded in county clerk’s office)

☐ Recorded Deed Attached to Application

☐ Recorded Deed on File at NPD

(2)If you are the lienholder, but were not the lienholder at the time the hearing was held, include a copy of the filed lien document.

☐ Recorded Lien Attached to Application

☐ Recorded Lien on File at NPD

(3)If you are acting as Agent for Owner, include a notarized statement from the Owner stating that you may act on their behalf pertaining to the extension.

☐ Notarized Statement Attached to Application

☐ Notarized Statement on File at NPD

All Requestors must include a copy of current Driver’s License

☐ Copy of Driver’s License Attached to Application

☐ Copy of Driver’s License on file at NPD

Address of Building Referenced in Order

Address Must Be Posted On The Property

Street AddressCityStateZip Code

Is Property a Vacant Lot?

☐ Yes ☐ No

If No, what is the Building type:

☐ Single Family

☐ Multi Family

☐ Commercial

☐ Accessory

☐ Other, describe

State reason for request

☐ Repair

☐ Demolition

☐ Secure to Repair

☐ Pool

☐ Clean Up

☐ Certificate of Compliance

☐ Other, describe

Date permits will be purchased _____Date work will begin _____Date work will be completed _____

Print Name_____Date _____

Signature_____

OFFICE USE ONLY

NPD Project # _____

Hearing Date _____Order Expiration Date _____

Type of Order Issued ☐ Demo ☐ Repair ☐ Secure ☐ Minimum Standards ☐ Clean-up

Permits Issued ☐ No ☐ Yes #'s _____

☐ Extension approved

Type of Extension ☐ Secure to Repair ☐ Repair ☐ Demolition
☐ C.C. Only ☐ Pool ☐ Clean-up

Number of extension days granted _____extension expires _____

☐ Letter of Credit in form approved by Legal Department

☐ Bond required Instrument # _____
\$ Amount _____
Date Issued _____
Bank Name _____
COH Receipt # _____

☐ Bond waived

☐ Extension Denied

Additional comments _____

Employee Signature _____Date _____

